



香港城市大學
City University of Hong Kong

Academic Regulations and Records Office

Tel No. : (852) 3442 2300

Fax No.: (852) 3442 0270

On-line enquiry form:

www.cityu.edu.hk/arro/enquiry.asp

Application for Replacement of Student Identity Card

Please read the Notes to Applicants overleaf before completing this form.

English Name: _____ Student No.

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

Chinese Name: _____

Programme Code / Degree Title: _____

Major Code / Title: _____
(if applicable)

Day-time Contact Phone No.: _____ CityU E-mail Address: _____

Replacement Fee \$100 (Please tick as appropriate)

Card Lost

I hereby declare that I have lost my Student Identity Card. I promise that if I find the card later, I will return it to the Academic Regulations and Records Office Service Centre for cancellation.

Card Damaged

Change of Name

Signature of Student

Date

(To be completed by student upon collection of replacement card)

I acknowledge receipt of a replacement Student Identity Card of the City University of Hong Kong and undertake to abide by the Rules on Student Identity Card as stipulated by the University.

Signature of Student

Date

(For Office Use Only)

Library informed by _____ Date _____ Time _____

Replacement card issued by _____ Date _____ Replacement Index _____

Visa/MasterCard/UnionPay

EPS

Receipt Attached

Replacement of Student Identity Card

Notes to Applicants

1. In the event that your student identity card is lost / damaged or you have changed your legal name, please report this and apply for a replacement card at the Academic Regulations and Records Office (ARRO) Service Centre immediately.
2. If the lost card is found afterwards, you should inform the ARRO Service Centre and return the card for cancellation as soon as possible. A student is not permitted to retain two identity cards at the same time.
3. For replacement of student identity card arising from change of name, the new card cannot be issued real-time at the ARRO Service Centre. Please allow 5 working days for processing.
4. Personal Information Collection Statement:
 - The personal data provided in this form will be used for processing this application. Failure to provide complete and accurate information may render the University unable to process the application.
 - The information provided may be disclosed/transferred to relevant academic units/administrative offices within the University for consideration and/or necessary actions.
 - For non-local students, changes in student record may also be disclosed/transferred to relevant Government bodies, such as the Immigration Department, if deemed necessary.
 - After the application has been processed, relevant data will be transferred to the student record system of the University.
 - After submission of this form, requests for access to and/or correction of the personal data should be made to the [Academic Regulations and Records Office](#).
 - The Privacy Policy Statement of the University can be accessed at <https://www.cityu.edu.hk/cityu/geninfo/privacy.htm>. For other issues regarding personal data privacy, please contact the Office of the Vice-President (Administration) or send email to the Data Protection Officer at data.protection@cityu.edu.hk.

Application Procedures

You may apply in person at the ARRO Service Centre, together with the required fees payment. Please also produce a valid legal proof of identity, e.g. HKID Card or passport for verification.

Fees Payment

Please pay by one of the following methods:

- a. by direct deposit at any branch of the Hang Seng Bank (CityU current account no.: 293-318028-004); or
- b. by electronic transfer to the above CityU account at any Hang Seng Bank/HSBC ATM machine; or
- c. by Visa/MasterCard/UnionPay or EPS at the ARRO Service Centre

For fees settled by (a) or (b) above, please attach the original receipt to the application form as proof of payment.